

# **PROCEDURAL GUIDELINES FOR THE EMERGENCY MOBILE HOME AND HOUSE REHABILITATION PROGRAM**

1. All residents and property owners must live within the city limits. Additionally, the household gross income can't exceed 80% of the medium income of Sumter County.
2. Homeowners for whom funding is sought must own the manufactured housing/mobile home or house and must have a deed to the property for houses and a deed to the land and title or proof of ownership of the mobile home. The Sponsor must provide a warranty deed to the property in the name of the beneficiary(ies) for whom the funding is sought. The deed must be legible and recorded with the Register of Deeds or the Clerk of Court in the county in which the property is located. The title or proof of ownership to the home must be in the name of the beneficiary(ies) for whom the funding is sought.
3. Proof of ownership of the mobile home must include one or more of the following documents:
  - Title from the Department of Motor Vehicles.
  - Property tax bill from the most recent tax year which specifically includes the mobile home and land
  - A mortgage statement or sales contract for the mobile home.
4. Proof of ownership of house must include the following documents:
  - Copy of deed to the house
5. The homeowner must live in the mobile home or house, and it must be the homeowner only residence.
6. The homeowner must come to the Community Development Department, at 12 W. Liberty St., Suite 4 to pick up the grant application or go to the city website and download the application, to have roof repairs done to the home.
7. Upon completion of the application for a grant for the emergency mobile home or house rehabilitation, prior to returning it to Community Development Department, the homeowner must also bring a quote by a licensed contractor stating what the repair would cost.
8. Once Community Development (CD) receives the application and quote, they will review for accuracy, completion of the application, and the documents required as proof.
9. After CD finishes its review of the application and documents, CD will consult with the City of Sumter Building Department to determine reasonable cost for repair of the mobile home. If costs are determined to be reasonable CD will notify the homeowner and the contractor.
10. The contractor must pull the permit for the work to be done. The maximum grant voucher the City will issue for emergency rehabilitation of each mobile home or house will be \$10,000. The check will be made out to the contractor upon completion of the rehabilitation of the mobile home or house.